

**Kansas Department of Health and Environment
Board of Adult Care Home Administrators
Meeting of September 11, 2009**

The Board of Adult Care Home Administrators met Friday, September 11, 2009 at 1:00 p.m. in Classroom C of the Kansas National Education Association Building, 715 SW 10th, Topeka, Kansas.

Members Present

Amy Hoch Altwegg
Dawn Veh
Kevin Bryant
Beth Bradrick
Wanda Bonnel

Staff Present

Camille Nohe
Steve Irwin
Brenda Nesbitt Kroll
Marla Rhoden

Others Present

Joseph Kroll, KDHE
Cher Adams, Lakepoint Wichita
Maggie Rader, Ottawa Retirement
Village
Anthony Waterman, E.L.T.
Sue Greman, Prairie Sunset
Marjie Cochren, Deseret Wichita
Craig Clark, Lakepoint Wichita
Larry Britton, Larksfield Place
Linda MowBray, KHCA

1. Call Meeting to Order

Marla Rhoden called the meeting of the Board of Adult Care Home Administrators (BACHA) to order at 1:05p.m.

2. Elect Chair

Ms. Rhoden called for nominations for Board Chair.

ACTION: Dr. Bryant nominated Dawn Veh to serve as Chair of the Board of Adult Care Home Administrators. Amy Hoch Altwegg seconded the nomination which carried.

3. Minutes of Meeting 06/12/2009

Chair Veh called for comments/corrections to the minutes of the June 12, 2009 meeting of the Board of AdultCare Home Administrators.

ACTION: Dr. Bryant moved the minutes of the 06/12/2009 meeting of BACHA be approved as presented. Ms. Hoch Altwegg seconded the motion which carried.

4. Report from CIC

Dr. Bryant reported that a Consent Agreement is being drafted concerning one case.

Camille Nohe clarified that members of the full Board should receive copies of Final Consent Agreements.

5. Reports

A. NAB Test Results

Brenda Nesbitt Kroll provided copies and an overview of the NAB test results report for the second quarter of 2009. A total of 17 candidates testing with eight passing for a pass rate of 47.05%. Six of the eight candidates that passed did so with their first attempt.

Ms. Nesbitt Kroll also provided copies of a summary of the first and second quarter test results which listed the test score and number of times the candidate tested.

Information about an online NAB test preparation program offered through the Des Moines Area Community College was also summarized. Ms. Nesbitt Kroll contacted the instructor and provided copies of information gleaned from that conversation. The Board members agreed that it was okay for staff to provide information about this course along with the other test preparation information currently provided when candidates ask about preparation resources.

B. Temporary License Report

Ms. Nesbitt Kroll provided a copy and overview of the report for temporary licenses issued from July 1, 2009 through September 9, 2009. A total of five temporary licenses are active with two completing the AIT program, two serving interim roles and one accumulating CE required for reinstatement of their full Kansas license.

C. June 30, 2009 Renewal Status

Ms. Nesbitt Kroll provided a final report for the June 30, 2009 renewals. A total of 341 licenses were due to renew. 294 renewed with 47 not renewing. 2009 was the second year for the on-line renewal option. Of the 294 licenses renewed a total of 242 utilized the online system for an 82% usage rate.

6. Update

A. BACHA Nominations

Ms. Nesbitt Kroll reported that letters requesting nominations were mailed to interested parties on 07/22/2009. A notice of appointments was received on 08/27/09 for Dawn Veh and Dr. Bryant to serve terms through 06/30/2011. The consumer representative position has not been filled yet. When contacted, the Governor's Appointments Office noted that they still need nominations for the consumer position. With their permission Ms. Nesbitt Kroll contacted the professional associations to advise that more nominations are being sought.

B. Disciplinary Process and Guidelines

Chair Veh reported that a work group met and has drafted suggested changes to the first two pages of the Disciplinary Process and Guidelines document. No changes were recommended to the remainder of the document. Chair Veh asked for comments.

<p>ACTION: Dr. Bryant moved the Board approve the draft Disciplinary Process and Guidelines document as presented. The motion was seconded by Ms. Hoch Altwegg and carried.</p>
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7. **License Candidate completing AIT with previous convictions.**

Ms. Nesbitt Kroll summarized the details of a candidate currently holding Temporary license while completing the AIT program. The applicant answered “no” to the questions regarding previous convictions. After the temporary license was issued the results of the background check were received documenting previous convictions.

Redacted copies of the application and conviction history were provided for Board review and consideration. The Board was asked for guidance as to whether or not a second 60-day temporary license should be issued to this candidate and whether or not a full license shall be issued to this applicant once they successfully complete their AIT and pass the NAB test.

ACTION: Ms. Hoch Altwegg moved the candidate be allowed to renew their temporary license and be allowed to pursue full licensure upon completion of the AIT program. The motion was seconded by Dr. Bryant and carried unanimously.

8. **NAB Test Candidates**

Ms. Nesbitt Kroll noted that K.A.R. 28-38-18(e) requires a test candidate who has failed the national test three times to complete a course of additional education to be approved by the board.

Ms. Nesbitt Kroll summarized requests from four candidates who fall into the category described in K.A.R. 28-38-18(e) as they have failed the test three or more times. Board discussion followed about each of the four requests.

A. Candidate who failed test four times.

ACTION: Wanda Bonnel moved the candidate be allowed to retest with the recommendation that they consider completing the online review course offered by the DesMoines Area Community College. The motion was seconded by Dr. Bryant and carried.

B. Candidate who failed test three times.

ACTION: Dr. Bryant moved that the candidate be allowed to retest. The motion was seconded by Ms. Hoch Altwegg and carried.

C. Candidate who failed test three times.

ACTION: Ms. Bonnel moved the candidate be allowed to retest. The motion was seconded by Ms. Hoch Altwegg and carried.

D. Candidate who failed test four times.

ACTION: Dr. Bryant moved the candidate be allowed to retest. The motion was seconded by Ms. Hoch Altwegg and carried.

9. Letters of Exemplary Performance and Zero Deficiency Letters

Ms. Rhoden read excerpts from seven zero deficiency letters awarded to: Jessica Pecenka, Operator, Clare Bridge of Wichita; Kevin Unrein, Administrator, Lakepoint Nursing Center, Augusta, Kansas; Janet Winter, Administrator, The Fountains, Andover, Kansas; Erik Hatten, Administrator, Georgetown Village, Wichita, Kansas; Izena Monk, Operator, Harbor Home B, Clearwater Kansas; Linda Harrison, Administrator, Promise Regional Medical Center SNF, Hutchinson, Kansas and Sarah Griggs, Administrator, Arkansas city Presbyterian Manor, Arkansas City, Kansas.

10. Other Business

◆Ms. Rhoden advised that HOC staff consulted with KDHE Legal Office concerning a licensee who repeatedly contacts the office on a daily basis. The license is active and in good standing so licensee would have no other business with staff. KDHE Legal Office recommended a letter be sent to the licensee advising that their contact with office staff was excessive and future contact should be limited to written requests. The licensee was advised that if they arrived at the office they would be escorted from the building by security.

◆Ms. Rhoden noted that the NAB Mid Year meeting will be held in October. Once each year one Board member can attend free of the registration fee. Other costs would be the responsibility of the attendee. Copies of the invitation to the NAB meeting were distributed.

11. Public Comment

There was no public comment

Adjourn

The meeting adjourned at 1:55 p.m.

The next meeting is scheduled for Friday, December 11, 2009 at 1:00 p.m.